



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 100 - Management & Administration

General Rules & Administration - 100.00		
S.O.P. # 100.06	Duties and Responsibilities of Medical Duty Officers	PAGE: 1 OF 2
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REVISED: 02/2016	Authorized: William Stephens, Director	

100.06.01 Purpose

The purpose of this SOP is to establish a schedule of daily and weekly performance mile stones comprised of collateral job related duties and task assignments for Medical Duty Officers.

100.06.02 Policy

When the Medical Duty Officer is not responding to calls for service, it is their responsibility to insure the following collateral duties and task assignments are completed as noted:

DAILY

0700 hours	<ul style="list-style-type: none">Relieve previous shift,Obtain a face to face shift pass-on;Conduct daily roll-call of assigned personnel;Perform <i>"Daily Apparatus Check"</i>.
0900-1900 hours	<ul style="list-style-type: none">Wash and clean apparatus,Restock apparatus as needed;Check county email and Power DMS;Complete assigned QA reviews;Conduct daily station visits and inspections.Other duties as assigned.
1900 hours	<ul style="list-style-type: none">Personnel may retire to sleeping quarters if desired.
End of Shift	<ul style="list-style-type: none">Personnel shall insure that a Supervisor Shift Note is completed and all <i>ePCR</i> reports are submitted,Perform a face to face shift pass-on.

WEEKLY

Monday	<ul style="list-style-type: none">It is the duty of each Monday's shift to complete a <i>"Weekly Apparatus Check Sheet"</i> in conjunction with the normal assigned morning tasks.
Tuesday Post Payday	<ul style="list-style-type: none">Each employee shall have their timesheets submitted to their Supervisor no later than close of business the Tuesday after each payday.
Thursday Post Payday	<ul style="list-style-type: none">Supervisor payroll processing due to timekeepers by close of business.



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100.06.03 Restrictions & Exemptions

1. Personnel are restricted from watching television or other leisure activities on their down time unless all of their collateral duties and task assignments have been completed.
2. Depending upon the daily call volume, duration of incidents and complexity/frequency of supervisory tasks required, collateral duty and QA assignments may be re-arranged or omitted as prioritized by the Medical Duty Officer. Said incidents and activities should be documented in your Supervisor Shift Notes so follow-up may be conducted by the next shift or available officer.